

Administrative Assistant

Hiram First United Methodist Church seeks to hire a professional individual with excellent communication skills for our part-time Administrative Assistant position. We are looking for the right individual with excellent organizational and people skills who will direct our church office and be responsible for church communications and support the pastor and leadership team. The ideal candidate will be proficient in Microsoft Office applications and comfortable learning programs and software applications for church administration. A strong relationship with Christ is a must and a willingness to share a servant heart is key. This is a part-time position, Monday through Thursday, with opportunity for growth. This position is available October 1, 2020.

Located on over 10 wooded acres, Hiram First is strategically positioned for growth and impact in this community and is excited to offer these opportunities. Interested applicants should forward a resume and cover letter to Rev. Mike Broome at revmike123@gmail.com or contact the church office for more information at 770-943-1738. Hiram First United Methodist Church, 324 Hiram-Douglasville Hwy. 92, P.O. Box 97, Hiram, GA 30141